

4-12-2019

SB-19S-3386 Legislative Branch Policies and Procedures

Student Government Association University of North Florida

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SENATE LEGISLATION

SR-19S-3386

SR-19S-3386: Legislative Branch Policies and Procedures

- 1 Whereas: The Student Government of the University of North Florida was established to represent student
2 concerns in all University wide matters, and;
- 3 Whereas: The Senate is the legislative body of the University of North Florida's Student Government given the
4 responsibility of carrying out such legislative acts that are necessary and proper for the Student Body of
5 the University of North Florida; and;
- 6 Whereas: On occasion, the Senate Policies and Procedures, to be known as the Legislative Branch Policies and
7 Procedures, must be revised and amended as necessary; and,
- 8 Therefore: Let it be enacted that the attached document be the official revisions to the Legislative Branch
9 Policies and Procedures, and that this document be made effective immediately.

Legislative Action

Author: Senate President Thomas Pluchon
Sponsor: Senate President Thomas Pluchon
Committee: C&S Committee
Committee Action: 6-0-0
Date of Committee Action: 4/12/2019
Senate Action: 29-0-0
Date of Action: 4/12/2019

Signed and Delivered to the Senate Secretary
on this 15th day of April, 2019.

Place Time Stamp Here

Signed: _____

Thomas Pluchon, Student Senate President



Policies and Procedures of the Legislative Branch

Style Definition: Heading 4



Thomas Pluchon

Student Senate President

Sonia Vargas

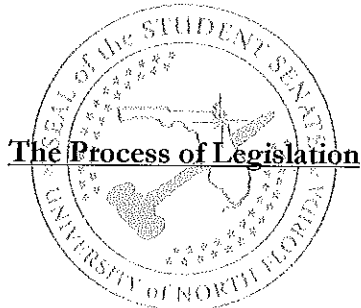
Senate President Pro Tempore

Revised July 13th, 2018

Contact Information

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Senate President Pro Tempore:	sgaspt@unf.edu
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Student Government Advisor:	v.shore@unf.edu
Student Government Director:	dawn.knipe@unf.edu

The Mission of the Legislative Branch shall be to serve the students of the University of North Florida by passing legislation and resolutions on their behalf. Furthermore, the Legislative Branch shall represent students in all national, state, local, and university-wide concerns as their elected representatives.



The Process of Legislation

- 1) Write the bill.
- 2) Review the bill with the SG Advisor and the Attorney General.
- 3) Submit the finalized bill directly to the Senate President for First Read in Senate.*
 - Every bill must be electronically submitted to the Senate President BEFORE the Senate Packet is sent out (two business days before the meeting).
 - A bill number shall be assigned at this time by the Senate President or their direct designee.
- 4) The Senate Sponsor shall state the main purpose of the bill during First Read in Senate, followed by a motion to refer the bill to the appropriate committee.*
- 5) Committee shall hear, question, discuss, amend, and approve the bill as necessary. Bill moves to Second Read in the next Senate meeting.
- 6) Senate shall hear, question, discuss, amend, and approve the bill as necessary.
- 7) The Senate President shall sign the bill and deliver it to the SG President.
- 8) If the SG President signs the bill, it becomes law. **

*The only exceptions are Fiscal Requests, which must be submitted to the B&A Chair and shall first appear in the B&A Committee.

**The only exceptions are Simple Resolutions and Constitutional Referenda.

***Any deviation from the normal legislative process shall be subject to the discretion of the Senate President and/or the formal vote of the Senate.

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I. Purpose and Mission of the Legislative Branch

A. Purpose

The Legislative Branch (herein after known as the Senate) of the University of North Florida's Student Government (herein after known as SG), as defined by the Constitution and Statutes, given the responsibility of carrying out such legislative acts that are necessary and proper for the student body of the University of North Florida.

B. Mission

Mission of the Legislative Branch shall be to serve the students of the University of North Florida by passing bills and resolutions on their behalf. Furthermore, the Senate shall represent students in all national, state, local, and university-wide concerns as their elected representatives.

II. Requirements and Duties of the Senate

A. Basic Duties of All Senators shall be:

1. To represent UNF students in all university-wide matters and advocate for their interests;
2. To actively seek opportunities to improve student life at the University of North Florida;
3. To consider, write, propose, present, amend, and vote on all legislation necessary and proper for the student body;
4. To serve on at least one (1) Senate standing committee;
5. To attend and participate in all required meetings and events;
6. To read and understand the meeting packet before every meeting;
7. To ask all necessary questions before making a decision, and then speak out about why a certain decision should be made;
8. To maintain communication with the student body, Senate President and Legislative Cabinet on all matters concerning students;
9. To vet and confirm all qualified Senate, Executive Cabinet, and Judicial appointments;

10. To volunteer, if able, at SG Executive Agency events.

III. Senate Officers and Their Duties

A. Composition

1. The Legislative Cabinet shall be comprised of the following Senate Officers:
 - a. The Senate President;
 - b. The Senate President Pro Tempore;
 - c. The Budget and Allocations Committee Chair;
 - d. The University and Student Affairs Committee Chair;
 - e. The Government Oversight Committee Chair; and
 - f. The Senate Secretary.
2. At the discretion of the Senate President, the following Senate Officers may be asked to participate in any Legislative Cabinet related business:
 - a. The Senate Parliamentarian; and,
 - b. The Vice Chair of each respective committee.

B. Duties of all Chairs

The Chair shall:

1. Conduct all meetings in accordance with Title II: The Parliamentary Authority Statute;
2. Make public the time, date, and location of meetings;
3. Make public a packet of all necessary documents for a meeting;
4. Prepare an agenda;
5. Vote in the event of a tie;
6. Enforce all applicable policies, procedures, and rules of decorum;
7. Enforce all set limits on speakers and presenters; and
8. Serve as a non-voting ex officio member of all committee meetings they do not chair.

C. Duties of the Senate President

The Senate President shall:

1. Enforce all policies and procedures outlined in this manual;
2. Refer all parliamentary interpretations to the Senate Parliamentarian, and all Constitution and Statute interpretations to the Attorney General;
3. Call a Senate meeting within the first five (5) business days of classes of each semester;
4. Determine the time, day, frequency, and location of the regularly scheduled Senate and Committee meetings;
5. Sign and transmit all applicable Senate Legislative Action to the President no later than five (5) business days after the Senate meeting when the legislation passed;
6. Appoint the Senate Secretary, the Parliamentarian, the Sergeant-at-Arms, and each senator to a Senate committee;
7. Appoint any legislative officer in the event of a vacancy until the end of that term in accordance with Chapter IV §C;
8. Swear in newly elected or appointed senators in the event that there is no member of the Judicial Branch available at the Senate meeting;
9. Create ad hoc committees when necessary;
10. Supervise the Legislative Cabinet;
11. Provide each senator with an SG polo, a finalized copy of the Senate Policies and Procedures, a Senate Schedule, and a nameplate for the Senate Chambers;
12. Serve as Budget Director over the SG Legislative Index (402061);
13. Collect and approve all timesheets of the Legislative Cabinet, and submit to the appropriate employee designated by the SG Director;
14. Keep the Senate, Legislative Cabinet, SG President, and Chief Justice informed of issues that concern students;
15. Serve as the overseer of the "Legislative" folder on the O-Drive, and ensure all relevant information is filed appropriately;
16. Organize mandatory trainings for senators, as outlined in Chapter XI;

17. Formally summarize all signed Constitutional Referenda and forward them to the Elections Commissioner ten (10) business days before the election to be placed on the ballot; and
18. Seek guest speakers at Senate meetings.
19. Assume duties of all absent or vacant Legislative Cabinet offices.

D. Senate President Pro Tempore

The Senate President Pro Tempore shall:

1. Assume the duties of the Senate President in the event of their absence;
2. Serve as Chair of the Constitution and Statutes Committee;
3. Prepare the Senate Chambers for each Senate meeting;
4. Conduct roll call at the beginning and end of each Senate meeting;
5. Inform a senator of their pending absence via e-mail within one (1) business day of receiving the attendance records;
6. Enforce the Absence Policy outlined in Chapter VIII;
7. Educate all senators about the Absence Policy outlined in Chapter VIII;
8. Assist the Senate President with filing information relevant to Senate activities;
9. Assist in the coordination of the Legislative Cabinet and assist the Senate President with supervision;
10. Collect voting records and attendance records of all Legislative Branch meetings and events;
11. File all voting records and attendance records on the O-Drive within four (4) business days of the Senate or Committee meeting; and
12. Oversee the updating of the Constitution, the Statutes, and the Senate Policies and Procedures on the O-Drive to reflect any amendments that were passed by the Senate and, if necessary, approved by the Executive Branch.

E. Basic Duties of the Four Committee Chairs

All four committee chairs shall:

1. Submit accurate minutes of each committee meeting to the appropriate folder on the O-Drive within four (4) business days following the committee meeting;
2. Submit an agenda for each committee meeting to the appropriate folder on the O-Drive within two (2) business days prior to the committee meeting;
3. Update any bill or resolution that passes through their committee to reflect the final action of the committee and any amendments that were made. The updated version of the bill or resolution must be filed in the current term's "Legislation" folder on the O-Drive within two (2) business days of committee action
4. Maintain voting records and submit time-stamped records to the Senate President Pro Tempore within one (1) business day of each committee meeting or event;
5. Write any bills or resolutions from the committee and forward them to the Senate President no later than three (3) business days prior to the next regular Senate meeting;
6. Attend all Legislative Cabinet meetings;
7. Meet with every senator individually over the course of the term, answer procedural questions, provide support, and build rapport;
8. Give a report on behalf of their committee at each regularly scheduled Senate meeting;
9. Update the official forms, templates, applications, and documents pertaining to their committee;
10. Maintain a Transition Binder, as outlined in Chapter VI §F;
11. Give presentations at mandatory trainings, as outlined in Chapter XI;
12. Be responsible for appointing the Vice Chair of the committee; and
13. Be responsible for all duties not performed by the Vice Chair.

F. Additional Duties of the B&A Committee Chair

1. The B&A Committee Chair is responsible for drafting a bill for every Travel Request successfully submitted to the B&A Committee.
2. The B&A Committee Chair is responsible for updating the official document of the Budget Provisionary Language on the O-Drive to reflect any changes that were made by the Senate within four (4) business days of the passage of that legislation. Once the official updates have been made, the B&A Committee Chair shall notify the Senate Secretary so that they can upload the document onto the SG Website.
3. The B&A Committee Chair shall maintain a copy of all submitted Travel Requests and Special Requests

G. Duties of the Committee Vice-Chair

1. To assume the duties of the committee chair upon the request of the chair, or if the chair of the committee is unable to perform their duties.
2. To assemble voting records, attendance records, and, in the absence of the Senate Secretary, minutes of all committee meetings. The Committee Vice-Chair shall immediately forward all of this information to the Committee Chair.

II. Senate Parliamentarian

1. To rule on matters of parliamentary procedure using *Robert's Rules of Order, Newly Revised* and Title II: The Parliamentary Authority Statute;
2. To serve as a voting member of the Constitution and Statutes Committee;
3. To give each new senator a Parliamentary Procedure information packet;
4. To educate the Senate on Parliamentary procedure at mandatory trainings; and
5. To assist with PowerPoint presentations during Senate meetings when necessary, and to make live track changes to bills and resolutions during the legislative process.

I. Senate Secretary

1. To prepare and upload accurate minutes of all Senate meetings to the O-Drive within four (4) business days of the Senate meeting;
2. To upload accurate minutes of all Senate meetings to the SG Website within two (2) business days of Senate approval;

3. To assist the Committee Chairs in the preparation and completion of minutes from committee meetings;
4. To assist the Senate President Pro Tempore in organizing the Senate Chambers before every Senate meeting, and help to clean up afterwards;
5. To assist the Senate President with filing information relevant to Senate activities;
6. To update the SG Website with agendas, minutes, voting records, legislative records, schedules, and senator information;
7. To serve as the Webmaster for the Judicial Branch and the Office of Elections;
8. To notify the Senate President Pro Tempore upon completion of the official updates of the Constitution, the Statutes, and the Senate Policies and Procedures on the O-Drive, so that the Senate President Pro Tempore can oversee that the proper changes have been made.
9. To post the updated versions of the governing documents to the SG Website within two (2) business days of legislation becoming effective; and
10. To email all signed legislation to SG Staff.

J. Student Government Interfaith Chaplain

1. To present a non-denominational and voluntary invocation at the beginning of Senate meetings
2. To receive ongoing Chaplain training from the Interfaith Center
3. At the discretion of the Senate President, a student volunteer may present an invocation.

K. Senate Sergeant-at-Arms

1. To enforce order and decorum of meetings of the Senate under the direction and discretion of the Senate President;
2. To remove individuals from the Senate meeting at the Senate President's discretion; and
3. To lead the Pledge of Allegiance at all Senate Meetings.

IV. Legislative Cabinet

A. Legislative Cabinet Elections

1. The Validation Bill of the Spring General Election shall be adopted by the Senate within ten (10) business days after the last day of the election if all appeals to the Supreme Court have been resolved.
2. At the Senate meeting following the validation of the Spring General Election, the senator-elects shall be installed into office. Immediately after the new senators are sworn in, the Senate President shall call for the Division of the House and the new senators shall take their seat.
 - a. Senator-elects, if not sworn in during Installation, must be sworn in before the first Senate Meeting of the next semester. Should a senator-elect not be sworn in by that time, their seat shall be forfeit at the discretion of the Senate President.
 - a.b. Appointed senators must be sworn in within ten (10) business days from their senate confirmation. Should they fail to be sworn in by that time, their seat shall be forfeit at the discretion of the Senate President.
3. Immediately after Division of the House, the Senate President shall call a new Senate meeting to order, establish quorum, and open the floor for nominations for each respective position of the Legislative Cabinet until a motion is made to close the floor for nominations for that particular position.
4. Within five (5) business days after the Division of the House, the Senate President shall call for a special Senate meeting, in which the only business shall be to conduct Legislative Cabinet elections. At this meeting, the Senate President shall re-open the floor for nominations for each respective position of the Legislative Cabinet, separately. A motion to close the floor for nominations must be made.
5. After the nominations have been closed, the Senate President shall ask each candidate to come forward and speak for a maximum of three (3) minutes in the order they were nominated.
6. After a candidate speaks, the Senate shall have an opportunity to ask the candidate questions. After all candidates for a particular position have spoken, the Senate President shall open discussion.
7. After open discussion, the Senate shall cast its votes.
 - a. A candidate must receive a majority vote in order to be elected.

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- b. Should a majority not be reached, a runoff election shall be held between the two candidates who received the most votes.
 - c. If a candidate is not contested, they win by acclamation, and therefore do not have to give a speech or answer questions.
- 8. Newly elected officers shall be sworn in after all Legislative Cabinet elections are completed.
- 9. Should the Senate President be a candidate for a particular office, the next person in the line of succession who is not running for the office in question shall assume all duties of the Senate President for the purposes of conducting the election.
- 10. The outgoing Senate President shall preside over the Senate until the newly elected Senate President is sworn in.

B. Legislative Cabinet Meetings

- 1. The Senate President, at their discretion, may call a meeting of the Legislative Cabinet for information, staff assignment, and personnel work, as well as to discuss issues facing the student body.

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C. Legislative Cabinet Vacancies

- 1. If a vacancy occurs in the Legislative Cabinet, the Senate President shall hold interviews for the position and appoint someone to the position for the remainder of the term.
- 2. The appointed officer shall assume their duties immediately and be sworn in at the next Senate meeting.

D. Removal from the Legislative Cabinet

- 1. The Senate President may remove any officer of the Legislative Cabinet at any time if they determine this is within the best interest of the Student Body.
- 2. The Senate President shall follow the Legislative Cabinet vacancy process to replace the removed officer.
- 3. The Senate President shall announce at the next Senate meeting the removal of the officer. Only at this time may a motion to override be made. Such a motion requires a two-thirds (2/3) majority to pass.

V. Standing Committees of the Senate

A. Standing Committees

1. There shall be four (4) standing committees of the Senate: Budget and Allocations, Constitution and Statutes, Government Oversight, and University and Student Affairs. Any special or ad hoc committee may be formed at the discretion of the Senate President.
2. Committees must have more than half of its voting membership to establish quorum, excluding senators who are on a leave of absence.
3. The Senate President shall appoint each senator to the standing committees. Standing committee appointments are not subject to Senate approval.
4. There shall be two (2) officers of the standing committees: the Chair and the Vice Chair. The officers of each committee must be senators.

B. Budget and Allocations Committee

1. The Budget and Allocations Committee (herein after referred to as the B&A Committee) is responsible for the fiscal management of the Activity and Service Fee Budget.
2. The B&A Committee shall oversee the fiscal operations of all Activity and Service Fee funded departments, in order to ensure their compliance with the Student Government Financial Code (hereinafter referred to as Title VIII).
3. The B&A Committee shall hold and conduct Budget hearings and deliberations as outlined in Title VIII.
4. The B&A Committee shall oversee budgetary amendments as outlined in Chapter 824 of the SG statutes.
5. The B&A Committee shall recommend allocations from the SG Activity and Service Fee Fund Balance, the Special Request Index, and the Salary Reserve Index, as outlined in Chapter 840 and 842 of the SG Statutes.
6. The B&A Committee shall entertain requests for allocations from the Travel Request Index pursuant to Chapter 841 of the SG Statutes.

C. Constitution and Statutes Committee

1. The Constitution and Statutes Committee (hereinafter referred to as the C&S Committee) shall understand the intent of the Constitution and Statutes. The

C&S Committee shall resolve conflicts concerning the Constitution, the Statutes, and the Senate Policies and Procedures.

2. The Senate Parliamentarian shall be a voting member of the C&S Committee.
3. The C&S Committee shall review the Constitution and Statutes and recommend any change to the Senate when necessary.
4. The C&S Committee shall enforce the senator Absence Policy, as outlined in Chapter VIII.
5. The C&S Committee shall be responsible for maintaining a current Senate Policies and Procedures manual, and any revisions to this document must be approved by two-thirds (2/3) vote of the Senate.

~~The C&S Committee shall be responsible for determining if senators who resign or are impeached are eligible to receive a stipend, as outlined in Chapter XIII.~~

- 7.6. ~~The C&S Committee shall be responsible for planning and executing senator trainings during the semester, as outlined in Chapter XII.~~

D. University and Student Affairs Committee

1. The purpose of the University and Student Affairs Committee (hereinafter referred to as the USA Committee) is to act as a liaison between the student body and SG, and between SG and the University; to promote programs and activities, locally or nationally, which are in the interests of the University of North Florida students.
2. The USA Committee shall work with the Executive Cabinet when necessary to protect student rights and privileges.
3. The Student Advocate shall give a report at USA Committee meetings.
4. The USA Committee shall promote programs and services that benefit the students; review policies regarding student rights, student conduct, recognition, and awards; and recommend improvements to these programs and policies to the Senate.
5. The USA Committee must plan at least four (4) events during the academic year in accordance with Title XII: University and Student Affairs Committee Statute. Senators that do not participate shall be subject to the senator Absence Policy, as outlined in Chapter VIII.
 - a. Events include but are not limited to Osprey Voice, Finals Frenzy, and Round Table.

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6. The USA Committee shall review and consider revisions to Title XII. All revisions passed by the USA Committee shall be forwarded to Senate.
7. The USA Committee shall hear reports from all Student Government members sitting on University-Wide Committees.
8. The USA Committee shall discuss University-Wide developments and when necessary forward either Joint or Simple Resolutions to Senate.

E. Government Oversight Committee

1. The Government Oversight Committee (hereinafter referred to as the GO Committee) is responsible for oversight in all intergovernmental affairs of Student Government.
2. The GO Committee shall vet and forward all appointments that require Legislative confirmation to the Senate.
3. The GO Committee is responsible, with the final approval of the Senate President, for creating, maintaining, and modifying the Senate Appointment Application.
4. The GO Committee shall review and consider revisions to Title VI: The Election Code and Title XIII: The Government Oversight Committee Statute. All revisions passed by the GO Committee shall be forwarded to Senate.
5. The GO Committee shall consider amendments to the Elections Policies and Procedures proposed by the Elections Commissioner, as outlined in Title VI.
6. The GO Committee shall consist of senators without a conflict of interest. A conflict of interest includes, but is not limited to, declaring candidacy in a current election or holding positions of leadership within political parties which includes, but is not limited to, campaign manager and party chair.

VI. Procedures of the Senate

A. Line of Succession

1. In the event that the Senate President is removed, resigns, or is unable to carry out their duties, the Senate President Pro Tempore shall act as the Interim Senate President. Following a removal or resignation, there shall be nominations for the position at the next Senate meeting and elections at the following Senate meeting.

2. In the event that the Senate President Pro-Tempore is unavailable, the Senate Parliamentarian shall assume their duties.

4.3. Should neither of these members be able to carry out these duties, the member with the most tenure of the Legislative Cabinet shall assume the duties of the Senate President until an election may be called.

B. Delegation of Legislative Authority

1. In cases where the Senate President is unavailable or unable to carry out their duties, they shall have the ability to delegate temporary legislative authority to another member of the Legislative Cabinet.
 - a. This authority is to be temporarily delegated to the Senate President Pro Tempore. However, in their absence the Senate President may choose any standing committee chair to carry out their duties.
2. The proper procedure for delegating temporary legislative authority shall be as follows:
 - a. The Senate President shall draft and sign a formal memorandum stating why they are temporarily delegating their authority and to whom.
 - b. The memorandum shall be emailed out to the relevant personnel, and printed copies shall be given to the SG Director, SG Advisor, and the person delegated the authority.
 - c. The Senate President shall preserve a signed and printed copy in their records.

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C. Senate and Standing Committee Meetings

1. In order to vote on any business, the number of senators attending a meeting must be more than half of the overall membership, with the exception of senators on a leave of absence.
2. The Senate and committees shall meet no less than twice every thirty-one (31) calendar days during academic session. The Senate President shall determine the time, day, and frequency of the meetings. All Senate meetings shall take place in the Senate Chambers.
3. Changing a Senate and committee meeting requires a directive posted by the Senate President no later than two (2) business days prior to the regularly scheduled meeting.
4. Emergency meetings of the Senate may be called by the Senate President or by two-thirds (2/3) of senators. Senators must be given notice two (2) business

days prior to the Emergency meeting. Any absences shall be counted unless otherwise directed by the Senate President.

5. Emergency meetings of the committees may be called by the Committee Chair, or at the request of at least two-thirds (2/3) of the committee, with at least two (2) business ~~days~~ days prior notice.
6. All agendas must include a designated time-slot for public remarks.

D. The Meeting Packet

1. The meeting packet shall contain all documents pertinent to any meeting of the Senate or Standing Committees.
2. The meeting packet shall be distributed by the chair of the meeting. A designee may be allowed to perform this duty provided that a written request is received and approved by the Senate President.
3. Responsibility for the packet shall remain with the chair of the meeting at all times.
4. The meeting packet shall be distributed via email and contain the following:
 - a. Meeting Agenda;
 - b. Legislation, with any supporting material, that shall be considered by the Senate or Committee;
 - c. Minutes from the preceding meeting; and,
 - d. Any other relevant business that is to be heard in that meeting.

E. Voting Guidelines

1. At all Senate and Committee meetings, there shall be two (2) ways in which a senator may vote:
 - a. For (Yes) - In favor of the motion on the floor.
 - b. Against (No) - Opposed to the motion or legislation.
2. In the event a senator possesses a conflict of interest towards a motion, the senator shall abstain from discussion and the vote by calling for a point of order and shall give their reason for abstaining, subject to approval by the chair of the meeting, as defined in Title X.
3. At all meetings, there shall be two (2) methods of voting. All votes shall be recorded in the voting records and the totals shall be recorded in the meeting minutes.

- a. Roll call voting is done by calling out the name of each senator individually. Each senator shall then vote For or Against the motion by saying "Yes" or "No" respectively.
 - b. Electronic voting is done through the use of electronic devices assigned to each senator before each meeting.
4. In the event that a senator is absent from the chambers at the time of the vote, they shall not have the ability to vote in absentia, nor shall they be counted towards quorum.

F. Parliamentary Procedure

- 1. *Robert's Rules of Order, Newly Revised* shall be the authority only over those questions that have not been specified by general law, University regulations, the Constitution and Statutes of the Student Government of the University of North Florida, or Policies and Procedures of the Legislative Branch.
- 2. A Friendly Amendment shall be defined as any amendment proposed by a senator that the presiding officer believes to not change the intention of a piece of legislation. The presiding officer can invite unanimous consent on that amendment by declaring that they believe that amendment to be a Friendly Amendment. In the event of an objection, that amendment shall be subject to standard majority vote.

G. Transition Binder

- 1. Over the course of the Committee Chair's term, they must continuously maintain a Transition Binder.
- 2. The purpose of the Transition Binder is to pass along important knowledge and advice of a specific position in the Legislative Cabinet to the next senator who shall fill that position.
- 3. The Transition Binder shall be passed down from the former officer to their successor. The successor is expected to make additions and corrections, and continue the tradition of Transition Binder passage.

VII. Legislation

The Senate shall consider five (5) forms of legislation: Senate Bills (SB), Omnibus Bills (OB), Simple Resolutions (SR), Joint Resolutions (JR), and Constitutional Referenda (CR).

A. Requirements of all Legislation

- 1. All legislation must be authored by A&S Fee paying students.

2. All legislation must have a Senate Sponsor.
3. Any legislation vetoed by the President shall be placed under Unfinished Business at the next Senate meeting.

B. Senate Bills (SB):

1. Create or terminate Student Government programs.
2. Affect the internal aspects or structure of SG, and cannot be prohibited by the Constitution of the University of North Florida or the Constitution and Statutes of SG.
3. Statutory amendments that make revisions to the SG System of Statutes.
4. A majority vote of the Senate shall be required for the final passage of a Senate Bill, except in the case of revisions to the Election Code which require a two-thirds (2/3) vote for approval.

C. Omnibus Bills (OB):

1. Embraces more than one subject.
2. A majority vote of the committee shall be required to pass an Omnibus Bill, and a two-thirds (2/3) vote of the Senate shall be required for the final passage of an Omnibus Bill.
3. An Omnibus Bill must be used to make changes to multiple Statutes simultaneously, as outlined in Title IV §403.

D. Simple Resolutions (SR)

1. Simple Resolutions refer to any legislation that:
 - a. Expresses the will of the Legislative Branch;
 - b. Makes changes to the Senate Policies and Procedures;
 - c. Supports or endorses an action by the University, community organization, or government at the city, state, or federal level; or
 - d. Supports or endorses an action by the Executive Branch
2. Simple Resolutions that make changes to the Senate Policies and Procedures shall be referred to the Constitution and Statutes Committee, and require a two-thirds (2/3) vote of the Senate for approval.
3. All other Simple Resolutions shall be referred to the University and Student Affairs Committee and require a majority vote of the Senate for approval. Simple Resolutions are not subject to Presidential Veto.

4. The Senate President, at their discretion, may refer any Simple Resolution directly to the Agenda.

E. Joint Resolutions (JR)

1. Joint Resolutions refer to any legislation that:
 - a. Expresses the will of both the Legislative Branch and the Executive Branch;
 - b. Gives Commendations;
 - c. Supports, endorses, or opposes an action by the University, community organization, or government at the city, state, or federal level; or
 - d. Makes changes to the Elections Policies and Procedures
2. Joint Resolutions that make amendments to the Elections Policies and Procedures require a two-thirds (2/3) vote of the Government Oversight Committee in order to be forwarded to the SG President for Executive Action. They are not subject to approval by the Senate.
3. All other Joint Resolutions shall be referred to the University and Student Affairs Committee and require a majority vote of the Senate for approval.
4. The Senate President may, at their discretion, refer any Joint Resolution directly to the Agenda.

F. Constitutional Referenda (CR)

1. Refers to legislation that makes changes to the SG Constitution.
2. A Constitutional Referendum requires a majority vote of the C&S Committee and a three-fourths (3/4) vote of the Senate in order to be placed on the elections ballot. If passed by the Senate, the Constitutional Referendum must be passed by a majority vote in order to be validated by the Senate.
3. A Constitutional Referendum may, if necessary, amend multiple Articles of the Constitution along with multiple Titles of the Statutes, if and only if:
 - a. All of the amendments are encompassed by a single subject specified in the "Whereas" section of the Constitutional Referendum, and
 - b. The amendments to the Statutes are direct results of the amendments to the Articles.

G. General Process of Legislation and Business

1. All legislation must be electronically submitted to the Senate President at least three (3) business days before the Senate Packet is sent out. At this time, the Senate President shall assign a bill number and place the bill on First Read.

- a. If this deadline is missed, a motion to amend the agenda during a Senate meeting in order to add a time-sensitive bill may be heard at the discretion of the Senate President. If the motion is heard and seconded, it shall require a majority vote for approval.
 - b. Fiscal Requests do not go on First Read in Senate. They first appear in the Budget and Allocations Committee.
 - ~~b. The Legislative Branch Policies and Procedures do not go on First Read in Senate. They first appear in the Constitution and Statutes Committee.~~
 - c. The Senate President, or their designee, has the authority to assign a bill number if the legislation is ready for First Read, and to not assign a bill number if the legislation is not ready for First Read.
2. During First Read, the Senate Sponsor must state the main purpose of the bill, and then make a motion. The motion can be:
- a. To forward the bill to the appropriate Committee, which needs a majority approval of the Senate
 - b. To forward the bill directly to Second Read, which needs a two-thirds (2/3) approval of the Senate.
3. If forwarded to Committee:
- a. The author of the bill shall present the details of the bill, and they must abide by the time constraints of the Committee Chair's discretion.
 - b. The bill is then subject to questions, motions, discussion, and it shall need a majority approval of the Committee to be forwarded to Second Read at the next Senate meeting.
4. During Second Read, the author of the bill shall present for up to three (3) minutes. The presiding officer shall then open the floor for questions, then motions, then a second to the motion, then discussion, then a vote on the motion.
5. Upon receipt of the vote count for a motion, the presiding officer shall announce the vote count and the passage or non-passage of the motion.
6. If the bill passes through the Senate with the appropriate vote count, the Senate President shall sign, date, time stamp, and forward the bill to the appropriate officer within five (5) business days of the passage of the bill.
- a. Senate Bills, Omnibus Bills, and Joint Resolutions shall be forwarded to the President, who has five (5) business days upon receipt of the bill to

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veto the bill. The bill becomes law upon the President's approval or lack of veto.

- b. If the President vetoes a Senate Bill or an Omnibus Bill, it shall be placed under Unfinished Business at the next Senate meeting. A two-thirds vote of the Senate is required to override a presidential veto.
- c. If the President vetoes a Joint Resolution, it shall be placed under Unfinished Business as a Simple Resolution and follow the normal legislative process for that type of bill.
- d. Simple Resolutions are effective upon the signature of the Senate President, and shall be forwarded to the Senate Secretary.
- e. Constitutional Referenda shall be signed by the Senate President and forwarded to the Elections Commissioner to be placed on the ballot of the next SG general election.

H. Irregular Action Addendums (IR)

- 1. An Irregular Action Addendum may be attached to any legislation in order to indicate that the particular legislation has, in some way, deviated from the normal legislative process.
- 2. The circumstances in which an Irregular Action Addendum may be used are the following:
 - a. If the Senate overrides a presidential veto, then an Irregular Action Addendum must be attached to that legislation, listing the senator who made the motion to override the presidential veto as well as the Senate Action on that motion. Any legislation that is amended requires an "A" to be added behind the bill number to reflect that changes were made.
 - b. If any legislation dies in committee, an Irregular Action Addendum may be used to recall the legislation to the Senate for reconsideration. A total of eight (8) senators are required to sign the Irregular Action Addendum in order for the legislation to be reconsidered by the Senate.
 - c. If the President fails to sign or veto any legislation within the five (5) business day timeline, the Attorney General must sign an Irregular Action Addendum to indicate that the legislation is now law.

VIII. Senator Absence Policy

A. Required Attendance

1. Each senator must attend all Senate meetings and all committee, board, and council meetings on which they serve.
2. Each senator is required to work at least one (1) shift of every event hosted by the University and Student Affairs Committee. The mandatory events are outlined in Title XII: The University and Student Affairs Committee Statute.
3. Each senator is required to work at least one (1) shift at the polls in the recurring SG elections during their term, unless they are seeking an elected position.

B. Absence Point Assessment

1. All senators absent from a meeting or event with required attendance may fill out an Absence Form. The form must be time stamped and submitted to the Senate President within five (5) business days of the absence, or the absence shall automatically be considered unexcused.
2. The Senate President approves or denies the Absence Form. If approved, the senator shall receive an excused absence, and be assessed points at the discretion of the Senate President. If denied, full points shall be assessed. The Senate President shall forward their decision to the Senate Pro Tempore for their records within five (5) business days of appeal submission.
3. The Senate President shall have full discretion over the evaluation and forgiveness of absence points.
4. Absence Points shall be tallied as follows:
 - a. An excused absence shall include, but not be limited to: a serious illness, travel associated with a student organization, a class conflict, ~~or engagement in compensated work, or any other absence as determined by the Senate President.~~
 - b. Unexcused absences shall result in full points being assessed.
 - c. One (1) absence point shall be assessed if the senator misses either Initial Roll Call or Final Roll Call at a regular Senate or Committee meeting. Two (2) absence points shall be assessed if the senator misses both Initial Roll Call and Final Roll Call.
 - d. Two (2) absence points shall be assessed if the senator misses their elections polling shift. ~~At the discretion of the Senate President, these points will not be eligible to be removed through the redemption process. These points will not be eligible to be removed through redemption, except at the discretion of the Senate President.~~

e. One (1) absence point shall be assessed if the senator misses either a Senate Orientation or a C&S Committee training session.

f. One (1) absence point shall be assessed if the senator misses a University Wide Committee meeting to which they are assigned.

5. Members of the Budget and Allocations Committee, during the time of Budget hearings, shall only receive half (1/2) the allotted points per absence for missing Budget hearing meetings at the discretion of the Senate President.

C. Absence Point Appeal Hearings

1. Every senator has the right to appeal any absence points to the Constitution and Statutes Committee once per their year term. Once a senator reaches four (4) or more absence points they shall be placed on the agenda, for an appeal hearing at the next Constitution and Statutes Committee meeting.
2. The Constitution and Statutes Committee has the ability, by a majority vote, to reduce a senator's absence points. If the Committee chooses to not reduce the senator's points or if the reduced points are still at four (4) or more, the senator shall be subject to the removal process. The senator may choose to avoid removal by submitting a letter of resignation prior to their absence appeal.
3. The Constitution and Statutes Committee may decide by a two-thirds (2/3) majority vote to suspend the Absence Policy for an individual when extenuating circumstances arise.
4. A senator shall be subject to the removal process if they fail to attend their scheduled appeal hearing. The senator may choose to avoid removal by submitting a letter of resignation prior to the next Senate meeting.
5. A senator who accumulates four (4) or more absence points after exhausting their only opportunity to appeal these points to the Constitution and Statutes Committee shall be subject to the removal process.
6. Motions to remove Absence Point(s) must receive a two-thirds (2/3) majority vote of the C&S Committee in order to pass.

D. Redemption Process

1. All senators are eligible to reduce their total absence points by:

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- a. Volunteering for an executive agency;
 - b. Volunteering additional hours for a USA event;
 - c. Volunteering additional hours for elections polling; or
 - d. Volunteering for an additional Student Government event, outside of the foundational senatorial requirements.
2. Senators may remove one (1) absence point from their record by volunteering for two (2) hours at any of the events described above.
 3. Volunteer hours that a senator uses in the Redemption Process may not be used in the SG Senator Scholarship application.
 4. Absence points shall only be removed upon the successful completion of the Redemption Form, as illustrated in Chapter XII.
 5. The process of successfully completing the Redemption Form is as follows:
 - a. Contact the Event Supervisor, discuss the volunteer work that is expected, and agree on a specific timeframe for the senator to volunteer. The Event Supervisor may be a Director, Assistant Director, or Coordinator of an Executive Agency who oversees an Agency event, or another SG Officer who oversees a Student Government event.
 - b. Inform the Senate President Pro Tempore before performing the volunteer work.
 - c. Perform the volunteer work exactly as indicated on the upper portion of the Redemption Form.
 - d. Obtain confirmation through the signature of the Event Supervisor after performing the volunteer work.
 - e. Submit the completed Redemption Form to the Senate President.

E. Leave of Absence

1. A Leave of Absence is a temporary dismissal from everything related to the Senate.
2. It is a senator's responsibility to request a Leave of Absence from the Senate President.
3. A Leave of Absence request must be submitted in writing at least three (3) business days prior to the beginning of the absence.
4. The Senate President may grant any senator a Leave of Absence under appropriate circumstances.

5. Senators are allowed to participate during a leave of absence at the expressed discretion of the Senate President.
6. The Senate President Pro Tempore shall log all Leave of Absences for the purpose of quorum.

IX. Senate Chambers

A. Responsibility over Senate Chambers

1. Full responsibility of the upkeep and maintenance over the Senate Chambers shall be held in the Office of the Senate President.

B. In the Case of Decorum

1. The Senate President has the authority to have any person removed from the Chambers at any time for reasons including: breach of decorum and order, misconduct, or inappropriateness at their sole discretion.
2. In the case of a disturbance, the Senate President may, at their discretion, have the Sergeant-at-Arms remove individuals from the Senate meeting.

C. Senate Chambers Seating

1. The Senate President shall determine a seating arrangement for senators, students, and invited guests.
2. The Senate President shall properly display the seating arrangement.
3. Each attendee must adhere to the predetermined seating arrangement.
4. All students shall be allowed to view a Senate meeting in seats designated by the Senate President. Students may be asked to leave if the Senate President deems it necessary.
5. All non-student guests shall be designated in a certain seating area as seen fit by the Senate President.

D. Senate Dress Code

1. The dress code for every Senate meeting shall be business professional attire as defined by the Senate President.

2. The dress code for every Committee meeting shall be defined at the discretion of the Committee Chair.
3. If the dress code is not adhered to, the presiding officer may request to have the individual removed. This removal shall amount to an unexcused absence, as outlined in the Senator Absence Policy.
4. Senators must wear the senator Polo, as provided by the Senate President, at every USA outreach event.

X. Official Seal of the Student Senate

1. There shall be a seal, as outlined in SR-03SA-1672, circular in shape with the words "Seal of the Student Senate" and "University of North Florida" (or a derivation thereof) outlining, inside of which shall be a design of 52 stars, a compass rose in the middle, as well as a representation of the State of Florida, and a gavel.
2. Only the Senate President, their designee, or the Senate Secretary, under the direction of the Senate President, may use the Official Seal of the Student Senate, as illustrated in Chapter XII §B.

XI. Senator Orientation Training

A. Introduction

1. The Legislative Cabinet shall be responsible for training new senators.
2. At least two (2) trainings- orientations shall be held per year, once in the fall, and spring.
- 2.3. Senator orientations must contain all workshops outlined in Chapter XI §C and §D

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B. Timeline

1. The Senate President shall call for a mandatory orientation training at least once in the fall and spring.
 - 4.a. The Senate President shall determine, at their discretion, if an additional orientation be held during the summer semester.
2. A mandatory training-orientation shall be scheduled no more than four (4) weeks after the validation of the General Election.

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3. The Senate President shall reserve the right to call additional trainings as deemed necessary. The Senate President shall reserve the right to make said trainings mandatory.

C. Committee Workshops

1. The Budget Workshop shall be conducted by the B&A Committee Chair. The B&A Committee Chair shall provide a detailed overview of Title VIII: The Finance Code, the Activity and Service Fee Budget, and how to allocate funds responsibly. The B&A Committee Chair may cover any additional topics that they deem necessary.
2. The Governing Documents Workshop shall be conducted by the Senate President Pro Tempore. The Pro Tempore shall provide a broad overview of the Constitution, each Title of the Statutes (except VI, VIII, XII, and XIII), and the Senate Policies and Procedures. This workshop may also cover Sunshine State Laws. The Pro Tempore may conduct the workshop in conjunction with the Attorney General.
3. The University and Student Affairs Workshop shall be conducted by the USA Committee Chair. The USA Committee Chair shall provide an overview of Title XII: The University and Student Affairs Committee Statute. The USA Committee Chair shall provide a comprehensive overview on how to properly survey individual students for Osprey Voice Surveys. The USA Committee Chair shall also provide an extensive overview of the structure of University-Wide Committee systems, specifically, the individual committees and their relationship to the University Administration and its policies. The USA Committee Chair may cover additional topics that they deem necessary.
4. The Government Oversight Workshop shall be conducted by the GO Committee Chair. The GO Committee Chair shall provide an overview of Title VI: The Election Code and Title XIII: The Government Oversight Committee Statutes. The GO Committee Chair shall explain how the different branches and agencies work together and the Committee's power of Senate Subpoena.

D. Skill Workshops

1. The Bill-Writing Workshop shall be conducted by the Senate President or their designee. The Senate President shall teach newly elected senators the processes of bill-writing, and provide a reference form of the structure and components of a bill.
2. The Roberts Rules and Parliamentary Procedure Workshop shall be conducted by the Parliamentarian and/or SG Advisor. The Parliamentarian and/or SG Advisor shall provide an extensive overview of Roberts Rules, namely how to properly make motions and amendments, and recognize point of orders and points of information.

E. Requirements

1. Each senator must complete all skill workshops
2. If a senator is unable to attend a workshop, they must arrange a make-up session with the appropriate instructor.

XII. Senator Trainings

A. Procedures

1. The C&S Committee shall be responsible for organizing at least two (2) senator trainings per fall and spring semester.
 - a. The Senate President shall be responsible for approving the trainings as determined by the C&S Committee.
 - b. These trainings must be focused on improving senators understanding of the functions and procedures of the Senate.
2. The first two trainings of the C&S Committee shall be mandatory. Attendance for any extra trainings throughout the semester shall be determined by the Senate President.

XIII. Senator Service Contract

A. Eligibility

1. The awarding of Senator Service Contracts must follow Internal Revenue Service (IRS) and University guidelines, Human Resources (HR) policies, and SG budgetary authority.
2. All Senators, with the exception of the Senate President, Senate President Pro Tempore, and Committee Chairs may be eligible to receive a service contract.
3. Senators may be eligible to receive this service contract for the fall, spring, and summer semesters.
 - a. Senators will not be compensated for the duration of a leave of absence.
~~Senators may choose to opt out from receiving the stipend in writing to the Senate President, this must be done each semester.~~
~~Senators who fail to submit proper documentation within 10 business days after being sworn in will automatically be opted out from receiving the stipend that semester.~~
 - b. ~~Senators who opted out from receiving the stipend the previous semester, will have 10 business days from the start of the current~~

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~~semester to submit documentation to HR in order to receive a stipend. Senators who do not complete these instructions will be subject to §12 3c.~~

4. ~~Senators may not be sworn in until all HR and SG onboarding documents have been submitted and approved.~~

B. Elected Senators

1. ~~During the validation of elections senator-elects will receive a pre-employment packet from the Legislative Branch. Upon the receipt of this packet they will be responsible for gathering all required information and submitting it to Human Resources before installation.~~
2. ~~Prior to installation, senators shall be responsible for completing the onboarding process through the Student Government administration.~~
3. ~~Upon the commencement of the new legislative session, all senators who have completed this process may be eligible to receive payment at the end of the semester.~~

C. Appointed Senators

1. ~~Senator candidates shall receive pre-employment papers after meeting with the SG Advisor the Friday that they announce their intention to seek a general senate seat, and shall be responsible for submitting it to HR the Tuesday prior to the GO Committee confirmation hearing, attending the GO Committee confirmation hearing and shall be responsible for submitting it before their Senate confirmation hearing.~~
2. ~~Senator candidates shall be responsible for submitting all paperwork to HR the Tuesday prior to their GO committee appointment hearing.~~
3. ~~Senator candidates must complete the onboarding process through the Student Government administration prior to their senate confirmation hearing.~~
~~The first two weeks of an appointed senator's term shall be considered a training week and shall not be compensated.~~
4. ~~Appointed senators will be compensated on a pro-rated basis, dependent on when they are sworn in.~~

D. Senator Resignations and Impeachments

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1. ~~Senators who voluntarily resign~~who resign or are impeached during their term will be compensated on a pro-rated basis, dependent on the percentage of their term that they have completed.

~~Senator Impeachment and Removal~~

- ~~Senators who are impeached or resign due to not fulfilling their duties under the terms of the Senator Service Contract shall not be compensated.~~
 - ~~This shall be determined by a panel chaired by the SG Director and consisting of the SG Assistant Director, SG Advisor, Senate President, and Senate President Pro Tempore.~~

XV. Appendix

A. History

January 30, 2003
 June 14, 2010
 August 30, 2010
 January 5, 2011
 October 24, 2011
 June 25, 2012
 July 23, 2013
 July 25, 2014
 February 23, 2015
 July 20, 2015
 March 7, 2016
 July 20, 2016
 September 29, 2017
 February 23, 2018
 July 13, 2018

B. The Official Seal of the Student Senate

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Figure 1.1
Official Seal of the Student Senate

C-5 Absence Form



ABSENCE FORM

Senator Name: _____

Date of Absence: _____

Type of Absence: Senate Committee Other (i.e. Osprey Voice, etc.)

☐ 2 points

☐ 1 point

Justification:

Senator Signature: _____

Place Time Stamp Here

Senate President Decision: ☐ Excused ☐ Unexcused

Senate President Signature: _____

*You will be notified of the decision via email within five business days

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REDEMPTION FORM

To remove one (1) Absence Point a Senator must volunteer two (2) hours.

Senator Name: _____

SG Entity: _____

Date(s) of Volunteer Work: _____

Description of Volunteer Work (Including exact hours):

I have upheld my responsibility exactly as I indicated above.

Senator Signature: _____

Signature of Event Supervisor: _____

Place Time Stamp Here

Number of Absence Points removed: _____

Senate President Signature: _____



Student
Government
University of North Florida

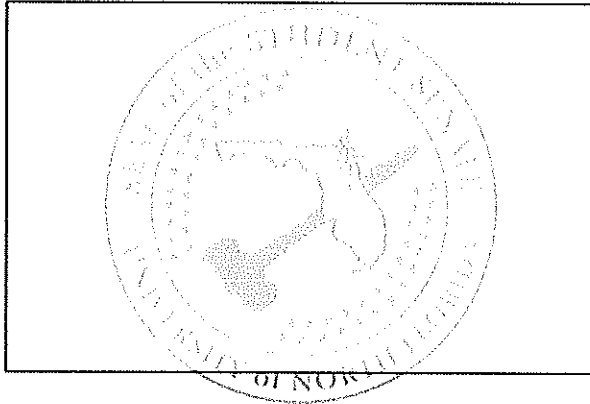
LEAVE OF ABSENCE FORM

Senator Name:

Duration of Absence: to

Will you be attending summer classes on campus? (Check one): ☐ Yes ☐ No

Reason for Absence: Yes No



Senators may attach substantiating documentation to support the reasoning above

Senator Signature:

Senator Time Stamp:

Senate President Decision: ☐ Approved ☐ Unapproved

Senate President Signature:

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